



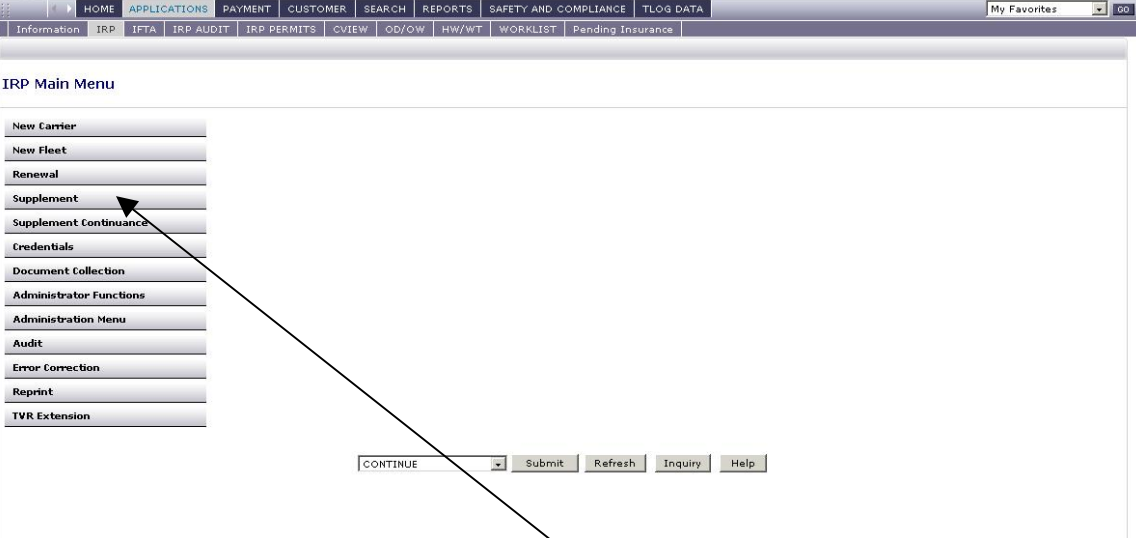
MOTOR CARRIER SERVICES
24-Hour Online System

**Step-By-Step Instructions For Filing
IRP Transfers**

PROCESSING NEW IRP SUPPLEMENTS- ADD VEHICLE WITH TRANSFER

This section describes how to process all new supplement transactions available for IRP.

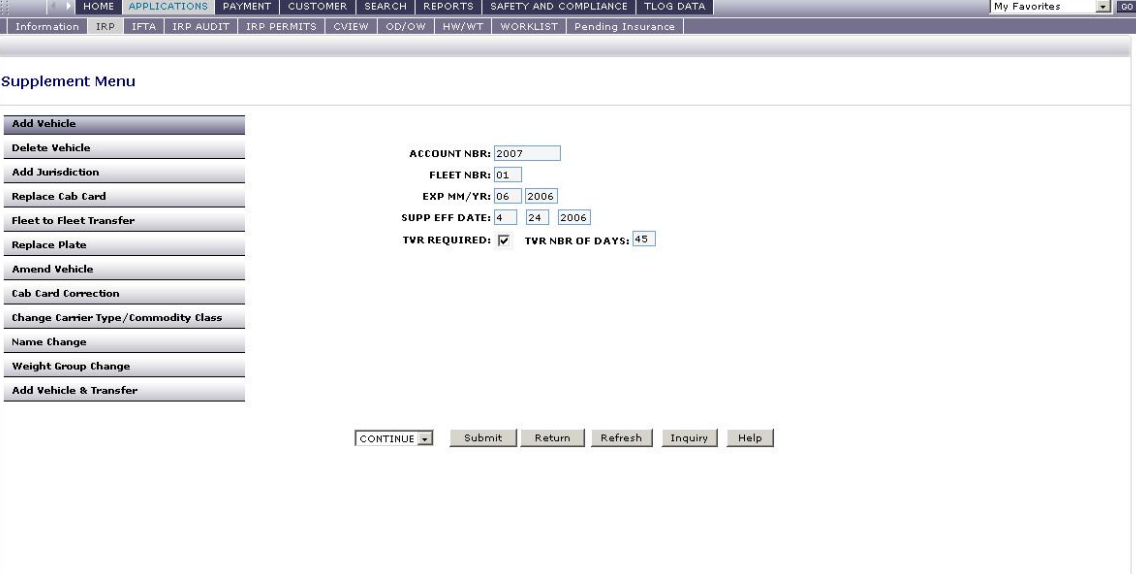
The IRP supplement Menu is always accessed from the IRP Main Menu.



The screenshot shows the IRP Main Menu interface. At the top is a navigation bar with tabs: HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and TLOG DATA. Below this is a sub-navigation bar with links: Information, IRP, IFTA, IRP AUDIT, IRP PERMITS, CVIEW, OD/OW, HW/WT, WORKLIST, and Pending Insurance. The main content area is titled "IRP Main Menu" and contains a list of options: New Carrier, New Fleet, Renewal, Supplement, Supplement Continuance, Credentials, Document Collection, Administrator Functions, Administration Menu, Audit, Error Correction, Reprint, and TVR Extension. An arrow points from the "Supplement" option to the first step instruction below. At the bottom of the menu is a "CONTINUE" dropdown menu and buttons for Submit, Refresh, Inquiry, and Help.

1. From the IRP Main Menu, select **Supplement**.

The IRP Supplement Menu is displayed.



The screenshot shows the IRP Supplement Menu interface. The navigation bar and sub-navigation bar are the same as in the previous screenshot. The main content area is titled "Supplement Menu" and contains a list of options: Add Vehicle, Delete Vehicle, Add Jurisdiction, Replace Cab Card, Fleet to Fleet Transfer, Replace Plate, Amend Vehicle, Cab Card Correction, Change Carrier Type/Commodity Class, Name Change, Weight Group Change, and Add Vehicle & Transfer. To the right of the options is a form with the following fields: ACCOUNT NBR: 2007, FLEET NBR: 01, EXP MM/YR: 06 2006, SUPP EFF DATE: 4 24 2006, TVR REQUIRED: ☒, and TVR NBR OF DAYS: 45. At the bottom of the menu is a "CONTINUE" dropdown menu and buttons for Submit, Return, Refresh, Inquiry, and Help.

ADD VEHICLE & TRANSFER SUPPLEMENT

The Add Vehicle & Transfer supplement allows the replacement of an active vehicle being removed from service.

Supplement Menu

ACCOUNT NBR: 2007
 FLEET NBR: 01
 EXP MM/YR: 06/2006
 SUPP EFF DATE: 4/24/2006
 TVR REQUIRED: ☒ TVR NBR OF DAYS: 45

CONTINUE Submit Return Refresh Inquiry Help

1. Select **ADD VEHICLE & TRANSFER** and complete the screen as follows:

ACCOUNT NBR	*	Enter the motor carrier's IRP account number.
FLEET NBR	*	Enter the carrier's fleet number.
EXP MM/YR	*	Enter the month and year of the fleet's registration period.
SUPP EFF DATE	*	Defaults to the current date. You can change the date, if necessary.
TVR REQUIRED		Check if the vehicle requires a Temporary Vehicle Registration (TVR). A temporary vehicle registration is a privilege and a courtesy for established carriers. If abused, privileges will be suspended.
TVR NBR OF DAYS		If you check TVR REQUIRED, this field defaults to the maximum number of 45 days. You can decrease the number of days if you choose to do so. NOTE: Temporary Vehicle Registrations cannot be voided after five working days from the date of issuance.

* Mandatory field

2. Click **SUBMIT**.

3. If there are no errors, click **SUBMIT** to confirm.

The Add Vehicle with Transfer Control screen is displayed. This screen controls the number of vehicles to be processed.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Add Vehicle With Transfer

Account Nbr: 10769 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YY: 3/2007
Supp Nbr: 002 ADD VEHICLE WITH TRANSFER USDOT Nbr: 7654321

VEHICLE CONTROL: 1 VEHICLES ADDED: 0
VIN: 1fujapck33dw38129 COPY UNIT:

CONTINUE Submit Quit Refresh Inquiry Help

1. Complete the Add Vehicle with Transfer Control screen as follows:

VEHICLE CONTROL	*	Enter the number of vehicles to be added.
VIN	*	Enter the vehicle's Vehicle Identification Number (VIN).
COPY UNIT	*	When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle and adjust the data to reflect the new vehicle.

* Mandatory field. - **Enter VIN or COPY UNIT, but not both.**

2. Click **SUBMIT**.

The Add Vehicle with Transfer screen is displayed.

The screenshot shows the 'Add Vehicle With Transfer' screen. At the top, there's a navigation bar with links like HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and LOG DATA. Below this, a sub-header shows 'Information' and 'IRP' tabs. The main header area displays 'Add Vehicle With Transfer' and account details: Account Nbr: 10769, Supp Nbr: 002, MISSOURI DEPARTMENT OF TRANSPORTATION, ADD VEHICLE WITH TRANSFER, Fleet Nbr: 1, Exp MM/YR: 3/2007, and USDOT Nbr: 7654321. The screen is divided into sections: 'VEHICLE CONTROL: 0001', 'VEHICLES ADDED: 0', and 'Vehicle/Registration Information'. The 'Vehicle/Registration Information' section contains numerous input fields for vehicle details: UNIT (4), VIN (1FUJAPCK33DW38129), SEATS, UNLADEN WT (17500), PURCHASE PRICE (80000), PURCHASE DATE (03 / 01 / 2006), OWNER, TVR IND, TRANSFER TAG (A41008), CAB CARD RETURNED, SAFETY IND, YEAR (2005), BODY STYLE (TR - TRACTOR), FUEL (D - Diesel), WGT GRP (1), FACTORY PRICE, LEASED, TITLE STATE (MO - MISSOURI), TITLE NBR (applied), TVR NBR OF DAYS, REPLACE TAG, DELETE DATE (04 / 24 / 2006), USDOT (7654321), TIN (555446666), MAKE (FORD - FORD), AXLES (3), COMB (6), COLOR, TRANSFER UNIT, DELETE REASON, and MCS150. A 'Documentation' section at the bottom has a 'DOCUMENTS' checkbox. A red error message 'VIN ERROR DETECTED - PLEASE VERIFY OR REFRESH' is displayed, with buttons for CONTINUE, Submit, Quit, Refresh, Inquiry, and Help.

1. Complete the Add Vehicle screen as follows:

Field Name	Description
UNIT	Enter the unit number assigned to the vehicle.
VIN	Enter the Vehicle Identification Number as shown on the owners title. The system uses the VIN number you entered in the Add Vehicle Control screen. If you are copying a unit, change the VIN for the new vehicle.
YEAR	Enter vehicle's manufacturing year.
MAKE	Enter vehicle's make as selected from the drop-down list.
BODY STYLE	Enter vehicle's body style as selected from the drop-down list.
AXLES	Enter the number of axles the vehicle has.
COMB	<i>Combined axles.</i> Automatically displayed after entering the axles. Required if the vehicle is registered in Quebec, Canada. If the default axles is incorrect, you may change the number.
SEATS	Required when the body style is a bus.
FUEL	This field defaults to Diesel. If the vehicle uses a different fuel type, select the correct fuel type from the drop-down list.
UNLADEN WT	Enter the Unladen Weight, which is the weight of the vehicle when it is empty.
WGT GRP	Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), click on Weight Group Selection . The list of weight groups will be displayed. Review each group by clicking the box. This will display the weights for each of the jurisdictions being operated. Once you determine the correct weight group number, on the dropdown, choose Return Without Update from the drop down, enter the weight group number on the vehicle being added.
PURCHASE PRICE	Enter the price paid for the vehicle.
FACTORY PRICE	The system provides this information (based on a Factory Price Table) if the registrant does not.
PURCHASE DATE	The month, day and year the vehicle was purchased by the current owner.
LEASED	Check this box if the vehicle is owned by someone other than the registrant.
OWNER	Enter the name of the owner of the vehicle as shown on the title.

Field Name	Description
TITLE STATE	Using the dropdown, enter the state where the vehicle is titled
TITLE NBR	Enter the Missouri title number (if owned by the REGISTRANT for the vehicle being added. If the Missouri title has not been issued, enter the word "APPLIED"

TVR IND/TVR NBR OF DAYS	If you failed to request the temporary at the beginning of the transaction, check if the vehicle requires a Temporary Vehicle Registration (TVR). The TVR NBR OF DAYS field defaults to 45, but can be changed if necessary.
TRANSFER TAG	Enter the plate number of the vehicle being deleted.
REPLACE TAG	Check if the transfer plate needs to be replaced. For example, the plate may have been lost or destroyed in an accident.
TRANSFER UNIT	DO NOT COMPLETE THIS BOX. NOT APPLICABLE
DELETE REASON	Select the reason for deleting this vehicle from the drop-down list.
SAFETY INDICATOR	Check only if the carrier responsible for safety will change during the registration year. Bar coded information for the carrier responsible is not included on the cab card.
USDOT	Enter the USDOT NUMBER of the company responsible for the safety of the added vehicle
TIN	Enter the TIN (federal identification number) of the company responsible for the safety of the added vehicle.

3. Click **SUBMIT**.

4. If there are no errors, click **SUBMIT** to confirm.

NOTE: If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. In the example below, 3 vehicles will be processed; 1 vehicle has been processed so far.

VEHICLE CONTROL: 0003	VEHICLES ADDED: 1
VIN: 9876543211	COPY UNIT:

If necessary, you can change the VEHICLE CONTROL number whenever this screen appears. Once you have processed all vehicles, the IRP Billing screen will display.

IRP Billing screen is displayed.

The screenshot shows the 'IRP Billing' screen for the Missouri Department of Transportation. The top navigation bar includes links like HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and TLOG DATA. Below this, a sub-menu bar contains Information, IRP, IFTA, IRP AUDIT, IRP PERMITS, CVIEW, OD/OW, HW/WT, WORKLIST, and Pending Insurance. The main content area displays account details: Account Nbr: 10769, Supp Nbr: 002, and MISSOURI DEPARTMENT OF TRANSPORTATION ADD VEHICLE WITH TRANSFER. It also shows Fleet Nbr: 1, Exp MM/YR: 3/2007, and USDOT Nbr: 7654321. A list of fees is shown on the left, all with a value of 0.00. On the right, registration details are displayed: Supplement Status: O - OPEN, Effective Date: 04 / 24 / 2006, Receipt Date: 04/24/2006, Billing Date, Invoice Date, and TVR Ind: TVR Nbr of Days: 0. A 'Delivery Options' dropdown menu is set to 'P - Print'. At the bottom, there are buttons for CONTINUE, Submit, Quit, Refresh, Inquiry, and Help.

1. Choose a Delivery Option for receiving the billing.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

2. To calculate the fees, click **SUBMIT**.

The IRP Calculated Billing screen is displayed.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Billing Account Nbr: 10769 Missouri Department of Transportation Fleet Nbr: 1 Exp MM/YR: 3/2007
Supp Nbr: 002 ADD VEHICLE WITH TRANSFER USDOT Nbr: 7654321

IRP Fee: 168.03 Supplement Status: F - FEES COMPUTED
Mo Schedule I Fee: 987.49 Waive Trailer Fee: ☐ Effective Date: 04/24/2006 REG MONTHS: 12
Mo Schedule II Fee: 628.88 Receipt Date: 04/24/2006 NBR OF VEHICLES: 1
Billing Date: 04/24/2006
Cab Card Fee: 2.00 ☐ Invoice Date:
Replace Tag Fee: 0.00 ☐ TVR Ind: ☐ TVR Nbr of Days: 0
Grade Crossing Fee: 0.25 ☐ Cancel Bill: ☐
Transfer Fee: 2.00 ☐
Revenue Transfer Fee: 2.00 ☐
Late Filing Penalty: 0.00 ☐
Late Pay Penalty: 0.00 ☐

Total Due: 1790.65
Credit Applied: 1784.40
Net Amount Due: 6.25

Delivery Options: P - Print

PRESS ENTER TO SUBMIT FOR INVOICE PROCESSING

CONTINUE Submit Quit Refresh Inquiry Help

1. Click **SUBMIT** for invoice processing.

The confirmation message is displayed on the IRP Main Menu.

ghmcsdev01 - Terminal Services Client

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://ghmcsint05.gh.modot.local/portal/wps/myportal/tut/pl.cmd/cs/ce/7_0_A/s/7_0_D0/s.7_0_A/7_0_D0

State of Missouri Motor Carrier Services

Welcome Joanna | My Portal Administration Edit my profile Log out

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Main Menu Account Nbr: 2007

New Carrier
New Fleet
Renewal
Supplement
Supplement Continuance
Credentials
Document Collection
Administrator Functions
Administration Menu
Audit
Error Correction
Reprint
TVR Extension

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

1. Click on **PAYMENT** tab at the top of the screen.

The Payment screen is displayed listing supplement transactions that require to be invoiced (**pre-invoice status**).

Current Customer Information

Customer ID: 39726
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USDOT: 7654321
 To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Invoice List

To retrieve invoices based on a status, choose a

8 items found, displaying all items.1

Description	ID	Status	Balance	Date/Time
IRP\000010769 \01\03\2007 \001	46547	PAID	\$0.00	2006/04/24 06:44:49
IRP\000010769 \01\03\2007 \004	46569	PAID	\$0.00	2006/04/25 07:43:39
IRP\000010769 \01\03\2007 \000	46544	PAID	\$0.00	2006/04/24 05:22:03
IRP\000010769 \01\03\2007 \002	46548	PAID	\$0.00	2006/04/25 03:00:06
IRP\000010769 \01\03\2007 \003	46553	PAID	\$0.00	2006/04/25 03:00:39
IRP\000010769 \01\03\2007 \006	50052	PAID	\$0.00	2006/05/01 02:07:52
IRP\000010769 \01\03\2007 \007	50053	PAID	\$0.00	2006/05/01 03:19:57
IRP\000010769 \01\03\2007 \008	50058	AVAIL	\$1838.49	2006/05/02 07:29:30

Pre-Invoice Details

Pre-Invoice ID: 50058

Activity	Fee Amount
IRP	\$1838.49

Act No: 000010769
 Supplement No: 008
 Fleet No: 01
 Fleet Exp. Date: 03/2007
 Line Item No: IRPP00001076901200703008
 Transaction Delivery Option: Print

Total Amount Due: \$1838.49

Invoice Delivery Option:

1. Click the blue **ID** to be invoiced and the transaction detail opens on the right hand side of the screen.
2. Choose a Delivery Option for receiving the invoice.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

3. Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. The billing and invoice can now be retrieved from the delivery option you chose.

4. Upon retrieving your invoice, you have the option of mailing your payment, paying by Comcheck, performing bank to bank transfer or refer to the next page to pay by credit card.

(OPTIONAL)PAY BY CREDIT CARD – if you choose to do so.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA					My Favorites GO
Payment System Invoice Management Escrow Funding Bond / Pre-Payment					

Current Customer Information

Customer ID: 39726
Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
USDOT: 7654321

To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Invoice List

To retrieve invoices based on a status, choose a

8 items found, displaying all items. 1

Description	ID	Status	Balance	Date/Time
IRP\000010769 \01\03\2007 \001	46547	PAID	\$0.00	2006/04/24 06:44:49
IRP\000010769 \01\03\2007 \004	46569	PAID	\$0.00	2006/04/25 07:43:39
IRP\000010769 \01\03\2007 \000	46544	PAID	\$0.00	2006/04/24 05:22:03
IRP\000010769 \01\03\2007 \002	46548	PAID	\$0.00	2006/04/25 03:00:06
IRP\000010769 \01\03\2007 \003	46553	PAID	\$0.00	2006/04/25 03:00:39
IRP\000010769 \01\03\2007 \006	50052	PAID	\$0.00	2006/05/01 02:07:52
IRP\000010769 \01\03\2007 \007	50053	PAID	\$0.00	2006/05/01 02:19:57
IRP\000010769 \01\03\2007 \008	50058	INVOICED	\$1838.49	2006/05/02 07:23:30

Invoice Details

Invoice ID: 50058

Activity	Fee Amount
Acct No: 000010769 Supplement No: 008 Fleet No: 01 Fleet Exp. Date: 03/2007 Line Item No: IRPP00001076901200703008 Transaction Delivery Option: Print	\$1838.49

Total Amount Due: **\$1838.49**

Receipt Delivery Options:

VISA NOT ACCEPTED

Payment Methods:

Card Type: ☐ American Express ☒ Master ☐ Discover

☐ Debit Card

Name on Credit Card:

Expiration Date:

Credit Card Number:

Payment Receive Date: * Optional
(MM/dd/yyyy e.g. 01/01/2005)

A convenience fee of 2.50% of the total amount will be added to your credit card.

1. Choose the **CREDIT CARD/DEBIT CARD** payment method and complete the required information.
2. Click **APPLY PAYMENT**.

Credentials will be issued upon MCS receiving payment and all required supporting documents.